

3 October 1952

MEMORANDUM FOR: Colonel White

1. Review of the attached proposed revision of [REDACTED] raises three minor questions:

25X1A

7 2  
a. Paragraph 3 omits the provision for consultation with the DD/A on any ceiling adjustment as originally provided for in the 30 January 1952 memorandum from the DD/A to the Director, "Personnel Ceilings." The recommendation in the 30 January memorandum provided that adjustments by Assistant Directors between component parts of their offices could be made in consultation with the DD/A. Although the present procedure does not provide for that consultation, I do not believe any real purpose would be served, in that if it is a ceiling adjustment only and no Classification or T/O problems are involved, the DD/A is in no position to comment authoritatively on an Assistant Director's need to readjust the relative strength of the components of his office. If, however, T/O or Classification problems are involved, the change will be subjected to the scrutiny of the Classification and Wage Division, Personnel, and will eventually come to the DD/A for approval.

b. Paragraph 3(a) raises the same kind of question we have just been dealing with in getting the Director's approval for consultant employment, which is standard format for the request. Should Personnel prepare a format to be used by the operating office desiring the increase, should Personnel prepare the request for the Director's approval, or should this Notice contain an outline to be followed.

✓  
c. Paragraph 3(c) places the responsibility for notifying the Personnel Office on the Deputy Director concerned. However, the preceding procedure provides for some adjustments to be made by Assistant Directors, Deputy Directors, and by the Director. I would suggest that we place the responsibility for notifying Personnel upon the authorizing official except in the case of the Director's authorization, in which instance the DD/A would be responsible.

2. Otherwise, I believe the Notice is satisfactory and should be issued.

1 Att - Proposed Revision of [REDACTED]

151  
[REDACTED]  
25X1A

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

*missing 1 attachment*